

COMOMAGINST 3060.1H
N01T
14 May 03

COMOMAG INSTRUCTION 3060.1H

Subj: NAVAL RESERVE MOBILE MINE ASSEMBLY UNIT (NR MOMAU) TRAINING,
ADMINISTRATION AND AUGMENTATION

Ref: (a) COMNAVRESFORINST 3501.1L

Encl: (1) NR MOMAU Locations
(2) NR MOMAU Primary Drill Sites
(3) Active Duty MOMAU/MOMAD Augmentation Preparation Checklist
(4) NR MOMAU Augmentation Checklist

1. Purpose. To promulgate guidelines for the training, administration and augmentation of Naval Reserve Mobile Mine Assembly Units (NR MOMAUs).

2. Cancellation. COMOMAGINST 3060.1G. This instruction is a major revision and should be read in its entirety.

3. Background. Naval Reserve augmentation plays a vital role in the COMOMAG mission. The ultimate responsibility of each NR MOMAU and active duty MOMAU/MOMAD site Commanding Officer/Officer-in-Charge (CO/OIC) is to ensure all training and administrative requirements in this instruction are satisfied.

4. Discussion. This instruction provides the minimum requirements and is not all encompassing. Active duty MOMAUs/MOMAD sites are to develop and document local augmentation procedures. Individual requirements may be added as necessary.

5. Scope. The provisions of this instruction apply to COMOMAG, active duty MOMAU/MOMAD sites, NR MOMAUs and the Central Drill Site. Enclosure (1) lists the geographic locations of all NR MOMAUs.

6. Training. Each NR MOMAU CO/OIC should ensure the training requirements in reference (a) are fulfilled. Additional training requirements and guidelines are listed below:

a. Central Drill Site (CDS). The Central Drill Site is the primary source for naval reserve training and is responsible for coordinating and scheduling all mine-related training. The Central Drill Site is composed of two active duty Mineman instructors, a training mine shop and a mobile training lab. They are located at the Naval Reserve Center, NAS Joint Reserve Base, Fort Worth, TX.

b. Mobilization (MOB) Site Inactive Duty Training Travel (IDTT). Due to geographical considerations, some NR MOMAUs do not perform their quarterly Inactive Duty Training Travel (IDTT) at the Central Drill Site but at an active duty MOMAU/MOMAD site that is more

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conveniently located. In some cases, individual naval reservists will drill each month at their active duty MOMAU/MOMAD site gaining command. Enclosure (2) lists the active duty MOMAU/MOMAD site gaining commands and drill site locations for each NR MOMAU.

c. Exportable Training. In order to maximize training dollars, the Central Drill Site instructors can be scheduled to provide classroom lectures on specific mine systems at the local reserve center. This exportable training may be used to meet school requirements as directed by reference (a).

d. Annual Training (AT). NR MOMAUs should make every effort to perform AT at its gaining command. COMOMAG (N01T) must pre-approve a NR MOMAU performing its AT at a site other than its gaining command.

Active duty MOMAU/MOMAD sites are encouraged to train their respective NR MOMAU personnel during Mine Readiness Certification Inspection (MRCI) off-years. MRCIs are held biennially. The entire unit will augment the gaining command one-week prior to and during the MRCI. Individuals who need to fulfill school requirements prescribed in reference (a) may do so during the year when the MRCI is not held.

Preventing conflicts between the MRCI and required training, e.g., Leadership Training Continuum (LTC), Reserve Mineman Class "A" school, etc., is the responsibility of the NR MOMAU CO/OICs. Should a conflict arise, those situations will be handled on a case-by-case basis.

e. Billet Control Numbers (BCNs). Any NR MOMAU or service member requesting to perform AT or IDTT at an active duty MOMAU/MOMAD site gaining command must have a COMOMAG Billet Control Number (BCN). This would include both the NR MOMAU and/or group applications. For ATs, each individual submitting an AT application will have a separate BCN. For IDTT applications, the entire unit will be assigned a single BCN.

Only the reserve unit CO/OIC or XO is authorized to obtain BCNs. COs/OICs and XOs will contact COMOMAG (N01T) to verify a time period for training. Upon verification of the training period, the CO/OIC or XO will be issued a BCN to be entered on the unit's or the individual's Naval Order Writing System (NOWS) application. Any changes to the orders or applications must be reverified by COMOMAG and given a new BCN that will be submitted with the order modification.

f. Quarterly Training Cycle. NR MOMAU training operates on a quarterly training cycle. Naval Reservists drill one weekend a month on a rotating basis as follows:

(1) Hands-on mine system training at the Central Drill Site or equivalent active duty MOMAU/MOMAD IDTT drill site as indicated in enclosure (2).

(2) Mobile Training Lab hands-on mine system training at the local reserve center or other exportable training provided by the Central Drill Site.

(3) Miscellaneous training at the local reserve center.

g. Equivalent Training Letter. The active duty MOMAU/MOMAD CO/OIC may determine that an individual's experience satisfies specific training requirements on an Individual Training Plan, even though the individual has not specifically performed the required task, e.g., school requirement, etc. The active duty MOMAU site CO/OIC can waive this training requirement by documenting in a letter that the individual's background and experience satisfies the specified training requirement. This equivalent training letter should be placed in both the member's service record and the training record. The individual's training readiness will be calculated just as if the member had actually performed the training. NR MOMAU CO/OICs may not sign equivalent training letters for NR MOMAU personnel. The Central Drill Site Chief-in-Charge or the Master Training Specialist must sign equivalent training letters for NR MOMAU personnel.

7. Correspondence/Liaison. Active duty MOMAU/MOMAD site and NR MOMAU will maintain close liaison with each other at all times, especially prior to augmentation. Specific requirements are as follows:

a. Reserve Coordinator. Each active duty MOMAU/MOMAD site CO/OIC will appoint a responsible senior person the collateral duty position of Reserve Coordinator. The Reserve Coordinator will maintain frequent communication with all augmenting naval reserve units to help ensure the reserve unit meets their training goals. The Reserve Coordinator will act as the point of contact for the active duty MOMAU/MOMAD sites on all matters pertaining to NR MOMAU augmentation and will make preparations in accordance with enclosures (3) and (4).

b. NR MOMAU CO/OIC. Each NR MOMAU CO/OIC will maintain frequent communication with the active duty MOMAU/MOMAD site Reserve Coordinator on all matters pertaining to augmenting his/her unit and, when needed, provide all necessary information to the active duty MOMAU/MOMAD site Reserve Coordinator.

c. Correspondence. Each NR MOMAU CO/OIC is required to forward the following reports to COMOMAG (N01T), their active duty MOMAU/MOMAD and the Central Drill Site. Ensure COMOMAG (N01T) receives a copy of all correspondence provided to active duty MOMAU/MOMAD site, other NR MOMAUs and the Central Drill Site.

(1) Recall Bill Report. The Recall Bill Report should include the member's work and home telephone number, fax number (if any), e-mail address and the mailing address. This report can be generated from the reserve center's manpower module or equivalent.

(2) Reserve Unit Assignment Document (RUAD) Report. This report is obtained from the reserve center's manpower module reserve host site.

(3) Security Clearance Status Report. This report may be generated from the manpower module (NSIPS) or equivalent. It is sent during the first quarter of the new fiscal year and each time a new member affiliates with the unit. All unit personnel should be included in the report.

(4) Unit Employment Schedule Report. This report can be obtained from the reserve center's Event Planning System (EPS) or equivalent. The EPS has replaced the Standard Training Event Planning System (STEPS). The NR MOMAU CO/OIC needs to plan for the unit's upcoming fiscal year training events (ATs, IDTTs, exportable training) and forward this information to their respective reserve center's CO/OIC prior to the month of March. The planning process will assist in managing both Reserve Personnel Navy (RPN) and Operations and Maintenance, Naval Reserve (O&MNR) funding for training and peacetime support events.

(5) Unit Readiness Report. This report measures the unit's mobilization readiness (CROVL, CTRN, CPER, MMED and MADM). This report must be locally created.

(6) Training Requirements Report. Use the Training Requirements Report from the reserve center's training module, or equivalent, with marked annotations (planned dates).

(7) Explosive Certification Report. It is not a requirement to send a copy to COMOMAG (N01T), however, ensure a copy is forwarded to the active duty MOMAU/MOMAD site during the quarter in which AT/IDTT will be performed.

(8) Material Handling Equipment (MHE) Operators Report/Civil Engineering Support Equipment (CESE). It is not a requirement to send a copy to COMOMAG (N01T), however, ensure a copy is forwarded to the active duty MOMAU/MOMAD site during the quarter in which AT/IDTT will be performed.

d. All correspondence forwarded to COMOMAG (N01T), the active duty MOMAUs/MOMAD and the Central Drill Site should be mailed by the last day of the first month of each quarter (except where otherwise noted). COMOMAG (N01T), the active duty MOMAUs/MOMAD and the Central Drill Site will retain these reports for 12 months.

8. Preparation for Augmentation. Preplanning for augmentation at an active duty MOMAU/MOMAD site is imperative for successful mission accomplishment. To avoid unnecessary last minute requirements, communication between the active duty MOMAU/MOMAD sites and the reserve centers must take place well in advance of the augmentation.

a. The guidelines for planning reserve augmentation at active duty MOMAU/MOMAD sites are provided in enclosures (3) and (4).

b. During the year when an MRCI is held, some additional preparations may be necessary.

(1) Reserve Manning. At the time an MRCI is conducted, the active duty MOMAU/MOMAD site's (gaining command) drilling reservist billets must be filled at a minimum level of CPER-2 (80 percent). The number of reservists on board during the MRCI should equal 70 percent of their reserve manning allowance. For example, a NR MOMAU has an allowance of 10 drilling reservist, at least eight drilling reservist billets must be filled, with a minimum of seven drilling reservists onboard during the MRCI. Failure to achieve either of these goals will not fail the augmenting NR MOMAU, but the MRCI team will comment this on.

(2) Reserve Training. The goal of NR MOMAUs is to train and ensure their personnel are ready of mobilization in the event of a recall. The MRCI, conducted every two years, evaluates all areas of a unit that relate to the safe and efficient accomplishment of the mine warfare mission. The ultimate goal for each NR MOMAU CO/OIC is to obtain a CROVL-1 unit rating by managing the unit's training, attrition level, administration and medical needs for mobilization readiness.

(3) Documents Required During Augmentation and MRCI. Each NR MOMAU CO/OIC will be ready to provide the inspection team up-to-date copies of the following documents:

(a) Verification and documentation of current security clearances

(b) Driver's licenses for Civil Engineering Support Equipment (CESE) and Material Handling Equipment (MHE)

(c) U.S. Government Motor Vehicle Operator's Identification Cards are annotated with "explosive driver"

(d) A doctor's certificate qualifying members as physically fit for "explosive driver"

(e) Qualification/Certification (QUAL/CERT) records

(f) An updated Recall Bill Report

(g) A current Reserve Unit Assignment Document (RUAD) Report

9. NR MOMAU CO/OIC Change-of-Command. Within 30 days of accepting command of a NR MOMAU, the new CO/OIC will provide COMOMAG (N01T) with a copy of his/her assumption of command letter, the discrepancy report (if any), a Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1, Rev. 8-93), a current photograph and a biography.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II, Case A
List II, Case B (COMINEWARCOM and MINEWARTRACEN)
List III

NR MOMAU PRIMARY DRILL SITES

<u>Gaining Command</u> (AT)	<u>Naval Reserve Unit</u>	<u>Drill Site</u> (IDTT)
MOMAU One, Seal Beach, CA	None Assigned	N/A
MOMAU Five, Sigonella, Italy	NR MOMAU Three, Kearny, NJ NR MOMAU Four, Albany, NY	CDS Fort Worth CDS Fort Worth
MOMAU Eight, Guam, M.I.	NR MOMAU Nine Fort Worth, TX NR MOMAU Ten, El Paso, TX NR MOMAU Eleven, Houston, TX	CDS Fort Worth CDS Fort Worth CDS Fort Worth
MOMAU Ten, Okinawa, Japan	NR MOMAU One, Long Beach, CA NR MOMAU two, Memphis, TN	MOMAU One CDS Fort Worth
MOMAU Eleven, Charleston, SC	NR MOMAU Six, Charleston, SC NR MOMAU Seven, Greenville, SC	MOMAU Eleven MOMAU Eleven
MOMAD Twelve, Misawa, Japan	NR MOMAU Five, Pittsburgh, PA NR MOMAU Eight, Austin, TX	CDS Fort Worth CDS Fort Worth
MOMAU Fifteen, Kingsville, TX	None Assigned	N/A

ACTIVE DUTY MOMAU/MOMAD SITE AUGMENTATION PREPARATION CHECKLIST

The active duty MOMAU/MOMAD site Reserve Coordinator will ensure the following information is provided to the augmenting NR MOMAU:

Nine Months Prior to Arrival

_____ Send MOMAU/MOMAD site mine upgrade procedures, e.g., mine upgrade flow diagrams (include assembly stations, number of personnel required for station, explosive driver requirements and time for assembly)

Four Months Prior to Arrival

_____ Provide preferred and alternate augmentation dates

Three Months Prior to Arrival

_____ Respond to request for messing, berthing and transportation

_____ Notify units(s) of uniform requirements

30 Days Prior to Arrival

_____ Provide arrival/check-in schedule of events

_____ Provide monetary rate of exchange information, if applicable

_____ Provide status of messing arrangements

_____ Provide status of berthing arrangements

_____ Provide transportation arrangement information

_____ Provide medical/dental check-in requirement information

_____ Inform local PERSUPP Detachment (PSD), Branch Medical and Disbursing of the arrival of NR MOMAU personnel

_____ Provide new information, changes or updates as needed

Encl (3)
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NR MOMAU AUGMENTATION CHECKLIST

To ensure an orderly and successful mobilization, it is requested that the NR MOMAU CO/OIC provide the following information to the active duty MOMAU/MOMAD site Reserve Coordinator. Timely submission of this information is emphasized.

Four Months Prior to Arrival

- _____ Provide list of recommended billet assignments to mine assembly stations
- _____ Request messing, berthing and transportation arrangements
- _____ Send documentation on current security clearances or ensure the local reserve center's Security Manager will forward. The preferred method of forwarding is via certified U.S. Mail or naval message

Three Months Prior to Arrival

- _____ Send Explosive Certification Report on qualified members
- _____ Send Material Handling Equipment (MHE) Report (forklift) on qualified operators
- _____ Send list of personnel who have current explosive driver physicals

30 Days Prior to Arrival

- _____ Provide travel itinerary
- _____ Provide any other new information, changes or updates as needed